VMRII-VRO GUIDELINES
USE OF GOVERNMENT CLASSIFICATIONS

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Checklist Reference - None

How is the government classification link used?
The Vendor Registry Office uses the Government Classifications to record information pertaining to documents received and work done to incorporate the information within vendor data.

  1. Tracks whether a W-9 or vendor application has been received
  2. How the vendor is organized:
          a. Corporation
          b. Sole proprietor
          c. Partnership
          d. Incorporated non-profit
          e. Unincorporated non-profit, etc.
  3. Secretary of State information
          a. ID number
          b. Type of company if organized in North Dakota
  4. Type of applications received
  5. Tax Exempt numbers
  6. Government entity
  7. Receipt of a death certificate, etc.
  8. Number of times the vendor has been contacted for paperwork.

How can I view this information?
Click the 'Government Classification' link on the Information page of the vendor record.

Can I add information to the Government Classifications?
No, the Vendor Registry Office enters this information from the paperwork received.

Feel free to contact the Vendor Registry Office at spovendor@nd.gov for help or guidance in entering or updating vendor information. The Vendor Registry Office will research the information, take the appropriate action and respond to your inquiry in a timely manner.